



FEBRUARY 2008 TRAVEL GRANT APPLICATION

PROGRAM GUIDELINES AND INSTRUCTIONS

The Travel Grants Program was created to increase involvement in Collaboration activities by faculty and staff from Native American tribal and private historically black colleges and universities by providing financial assistance for registrations and travel expenses. Since funding for this program is provided through a grant from the Bush Foundation, eligibility is limited to Collaboration member campuses with a history of Bush Foundation funding.

Two types of grants are available:

- Presenter Grants for individuals whose session proposals are accepted for a conference program (maximum of \$900 for one presenter or \$1,800 per presenter team)
- Participant Grants for groups of two or more faculty, staff, or administrators attending a conference as regular participants (maximum of \$1,800 per conference). Grants may cover conference and preconference registrations (including lunches, continental breakfast, reception, breaks, and all programming and session materials), air/ground transportation (no rental cars), hotel rooms, and *per diem*. All requests should be coordinated through the campus faculty development coordinator.

An application for a Presenter's Travel Grant will be considered only after a session proposal has been accepted by The Collaboration.

Please note that a campus match of at least 15% is required for all grants. In reviewing requests, priority will be given to 1) presenters, 2) campuses that have not received a Travel Grant recently, and 3) participants who have not been funded previously.

Individuals and groups wishing to apply for a Travel Grant should complete the two-page application form in consultation with the campus faculty development coordinator. Grant recipients must also complete and submit a registration form for the February conference by the Early Bird deadline of January 24, 2008. Registration materials are available through the campus faculty development coordinator or on The Collaboration's website at www.collab.org.

Please complete a separate application for presenters and non-presenting participants for each conference attending. In other words, if you are applying to send presenters as well as other participants to a conference, you will need to complete two applications. Please make extra copies of the two-page application form as needed.

	Application Deadline	Travel Award Funds Released
Early Consideration for February Conference	January 11, 2008	January 31, 2008
Remaining Funds, if any	January 25, 2008	Following review of final report and receipts (approximately March 28, 2008)

In conjunction with their faculty development coordinators, Travel Grant recipients will be expected to submit a final report within three weeks of the conference, including receipts for major expenses (airfare, ground transportation, and hotel expenses). If applicable, the report should include a check from the recipient institution payable to The Collaboration for any unspent grant monies. Travel Grants will not be made to institutions that have not filed a previous final report or returned remaining funds.

For assistance, call The Collaboration at (651) 646-6166 or email us at collab@collab.org.